

Create a Budget Itemization: On a separate page, create an itemization of your proposed budget, using the figures from the Project Budget page. The itemization provides the review panel with important details on your proposed expenses and income. **Following is a sample itemization for you to use as a guide. Do not include it with your application:**

Big River Bluegrass Festival - Budget Itemization

Cash Expenses

Personnel	
Administrative	4,000
(25% of Exec. Director's Salary x 4 months)	
Outside Fees	
Artistic:	
Davis, Mackey & Friends	5,000
Casey Jones Express	3,000
Black River Trio	2,000
Victoria Sampson	800
Other:	
Sound Engineer & crew	2,500
Stage Manager	500
Master of Ceremonies	500
Space/Equipment Rental	
Sound system	5,000
Craft vendor tents	2,500
Travel	
Hotel Rooms for production staff	500
Marketing	
Printing (10,000 brochures)	2,500
Magazine Ad (<i>Bluegrass Monthly</i>)	800
Radio Spots	500
Remaining Expenses	
Postage (mailing 1,000 fliers)	400
Supplies & materials	250
Event insurance	<u>500</u>
TOTAL CASH EXPENSES:	\$31,250

Cash Income

Revenue	
Admissions (2,000 attendees @ \$10 each)	20,000
Other: Vendor booth fees (15 x \$250)	3,750
Private Sector Support	
Speedy Tire & Auto	250
Big River Restaurant	250
Government Support	
Calvin County Board of Supervisors	1,000
Applicant Cash	1,000
Funds Requested from MAC	<u>5,000</u>
TOTAL CASH INCOME	\$31,250

In-Kind Support

Festival Volunteers (30 @ \$15/hr x 10 hrs)	4,500
Sheriff's Department (security)	1,500
City of Big River	
use of band shell	500
trash removal	<u>500</u>
TOTAL IN-KIND	\$7,000